

**This manpower standard was originally published electronically in an ASCII format. To facilitate the use of this standard, the electronic file has been converted to Microsoft Word, version 6.0.**

DEPARTMENT OF THE AIR FORCE  
Headquarters US Air Force  
Washington DC 20330

AFMS 16H1  
23 November 1993

NONCOMMISSIONED OFFICER ACADEMY (NCOA)

1. Mission Statement. The NCOA provides technical sergeants with professional military education to prepare them for future leadership roles.
2. Authority. This manpower standard was developed in accordance with the requirements outlined in AFR 53-39, Noncommissioned Officer Professional Military Education, and AFR 25-5, Air Force Management Engineering Program (MEP) Policies, Responsibilities, and Requirements.
3. Applicability. This standard applies to peacetime operations of all active duty NCOAs. This standard does not apply to the Air National Guard or Air Force Reserve. Bases should develop negative variances for core processes not performed, and positive variances for processes not included in this standard.
4. Core Composition:
  - a. Core Manpower Required. 20.
  - b. Core Range. 5 - 30.
  - c. Programming Factor. Projected Annual Student Production.
5. Standard Data:
  - a. Classification. Type III.
  - b. Approval Date. March 1993.
  - c. Man-hour Data Source. Workshop measurement.
  - d. Standard Man-hour Equation. None. See application instructions.
  - e. Workload Factor:
    - (1) Title. Annual Student Production.
    - (2) Definition. The annual student production rate for each NCOA, as determined by the Air Staff and MAJCOM functional OPRs.

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(3) Source. Annual student production rates are maintained by AFMPC/DPMRAJ.

f. Study Team:

(1) Lead Management Engineering Team. Air Force Mission Support Management Engineering Team.

(2) Functional Manager. AF/DPPE, Education and Training Programs.

(3) Program Manager. Mr Oscar Cantu, Hq AFMEA/MEMS.

6. Application Instructions:

a. Use the following table to determine required manpower for each NCOA. The manpower table at Attachment 2 provides required AFSCs and grades.

MANPOWER REQUIREMENTS TABLE			
BASE	MANPOWER REQUIREMENT	BASE	MANPOWER REQUIREMENT
Barksdale	27	March	22
Elmendorf	10	McGuire	18
Goodfellow	12	Peterson	10
Kadena	14	Ramstein	22
Keesler	20	Robins	10
Kirtland	14	Tyndall	18
Lackland	20	Upwood	16

b. Manpower requirements are derived using the following matrix.

REQUIREMENTS MATRIX			
MAXIMUM NUMBER OF SEMINARS/CLASS	MANPOWER REQUIREMENT	MAXIMUM NUMBER OF SEMINARS/CLASS	MANPOWER REQUIREMENT
2	5	10	22
3	8	11	23
4	10	12	25
5	12	13	27
6	14	14	28
7	16	15	29
8	18	16	30
9	20		

7. Statement of Conditions. The following special conditions apply to this standard.

a. In-resident course. The standard takes into account Academies that have complete responsibility for their own dormitories, that share dormitory responsibilities, or have no dormitory responsibilities.

b. Course length of approximately 215 hours. MAJCOM additions to the course curriculum are not included in this standard.

c. Air Force recommended seminar size of 16 students, with variations possible in seminar size from 12 - 20 students.

d. Maximum of seven classes conducted a year.

e. An Air University centrally developed curriculum.

f. Course conducted using a seminar concept, utilizing primarily the guided discussion instructional technique.

g. Computers or word processors available for basic administrative tasks.

h. Academy facilities located on or near an Air Force installation. Academy facilities include academic buildings and dormitories (if applicable).

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3 Attachments

1. Element Description
2. Manpower Table
3. Process Analysis Summary

NONCOMMISSIONED OFFICER ACADEMY (NCOA)  
ELEMENT DESCRIPTION

1. INSTRUCTION:

Conducts PME instruction as outlined in AFR 53-39. Prepares for instruction through group review and self-study. Prepares facility/classroom/auditorium for instruction. Maintains lesson plans, textbooks, test and measurement devices, student workbooks, handouts, and lesson aids. Uses instructional aids and training equipment in support of lesson plan objectives. Counsels, evaluates, and advises students. Maintains student records. Receives training and trains instructors. Supervises and/or evaluates instructors. Assists with in- and out-processing and graduation tasks, as necessary.

2. MANAGEMENT:

2.1. ACADEMY MANAGEMENT:

Responsible for all aspects of NCOA operations. Implements Air Force and MAJCOM enlisted professional military education (PME) policies, programs, and procedures. Provides leadership, guidance, and direction to the faculty, support staff, and students. Supervises and/or evaluates faculty and support staff. Conducts facility, student room, and uniform appearance inspections. Instructs students, as necessary, and trains faculty and support personnel. Interfaces with Air Force and civic organizations to enhance support for enlisted PME. Recruits and selects faculty and support personnel. Hosts graduation ceremonies.

2.2. EDUCATION MANAGEMENT:

Supervises instruction, evaluation, counseling, and progress of students. Manages all aspects of the student and faculty evaluation programs. Manages the student recognition program. Instructs, as necessary. Manages the faculty training program. Supervises and trains faculty and coordinates faculty development program. Advises Commandant on matters pertaining to students and faculty. Manages the course survey and feedback programs. Ensures lesson objectives are met. Manages the guest speaker program. Conducts statistical analysis of all aspects of curriculum, student tests, and faculty development.

2.3. OPERATIONS MANAGEMENT:

Performs the resource (manpower, money, equipment, and facilities) management function and manages/supervises the support staff. Prepares and manages the annual course, guest speaker, and facility use schedules. Instructs, as necessary. Performs protocol duties. Plans and manages the graduation banquet. Provides audiovisual support for academic operations. Manages the student billeting and orderly room functions (if applicable).

### 3. SUPPORT:

Provides information management support, to include orderly room functions (if applicable), to all assigned NCOA personnel. Provides student support, conducts preadmission activities, in- and out-processes students, prepares graduation diplomas and awards, processes photographs, prepares statistical fact sheet, provides student information, and prepares end-of-course or other report. Provides curriculum support; orders, receives, sorts, stores, and distributes student course materials. Administers policies, programs, and standards governing information management systems, resources, and facilities. Assists the faculty in processing student tests and other evaluations. Provides support for all aspects of the graduation banquet. Performs Air Force-directed additional duties (as necessary). Assists in the management of resources (manpower, money, equipment, and facilities). Operates audiovisual equipment.

STANDARD MANPOWER TABLE												
WORK CENTER/FAC NCO ACADEMY/16H1			APPLICABILITY MAN-HOUR RANGE 803.50 - 4821.00									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
PME Instructor	8T000	CMS	1	1	1	1	1	1	1	1	1	1
PME Instructor	8T000	SMS				1	1	1	1	1	1	2
PME Instructor	8T000	MSG	1	1	1	1	2	3	4	4	4	4
PME Instructor	8T000	TSG	2	5	7	7	8	9	10	11	12	
Info Mgmt Cman	*3A071	TSG				1	1	1	1	1	1	
Info Mgmt Jman	*3A051	SSG	1	1	1						1	1
Info Mgmt Apr	*3A031	A1C				1	1	1	1	1	1	1
TOTAL			5	8	10	12	14	16	18	20	22	
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
PME Instructor	8T000	CMS	1	1	1	1	1	1				
PME Instructor	8T000	SMS	2	2	2	2	2	2				
PME Instructor	8T000	MSG	4	4	4	4	4	4				
PME Instructor	8T000	TSG	13	15	16	17	18	19				
Info Mgmt Cman	*3A071	TSG	1	1	1	1	1	1				
Info Mngt Jman	*3A051	SSG	1	1	1	1	1	1				
Info Mngt Apr	*3A031	A1C	1	1	2	2	2	2				
*MAJCOMs may substitute other AFSCs for this requirement.												
TOTAL			23	25	27	28	29	30				

## PROCESS ANALYSIS SUMMARY

NUMBER OF

PER CLASS -----	MAN-YEARS -----	MAN-YEARS -----	MAN-YEARS -----	MAN-YEARS -----
3	5	2	1	8
4	7	2	1	10
6	10	2	2	14
7	11	3	2	16
9	14	3	3	20
10	16	3	3	22
12	19	3	3	25
13	20	3	4	27
15	22	3	4	29
16	23	3	4	30